

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

U.S. DEPARTMENT OF LABOR
An Equal Opportunity Employer

Position: Program Manager Series/Grade: GS-340-15	Announcement No: ETA-03-082
	Opening Date: June 16, 2003
	Closing Date: June 20, 2003
Salary Range: \$95,987 - \$124,783 (includes locality pay of 12.74%)	Number of Vacancies: One (1)
	Bargaining Unit: Outside Bargaining Unit
Organizational/Geographic Location: Employment & Training Administration Office of Financial and Administrative Management	Promotion Potential: None
	Civil Service Status Required: Yes
	Temporary Position: Yes * NTE 1 Year * This position may be extended or made permanent without further competition.
	Part-time Position: No- Full-Time Position
Duty Station: Washington, DC	Area of Consideration: DOL-Nationwide Status Candidates Only

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: <http://wdsc.doleta.gov/jobs/>

Position Duties and Responsibilities:
<p>This position is located in the Employment and Training Administration (ETA), Office of Financial and Administrative Management (OFAM). OFAM is responsible for providing leadership, guidance and direction, both internally and externally, for human resources, administrative, financial and management systems and services that supports a strong and vibrant National workforce investments system so that ETA staff and our partners have the tools needed to build and maintain our Nation's workforce.</p> <p>The incumbent's specific duties include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Functions as an advisor and assistant to the Administrator, Office of Financial and Administrative Management (OFAM) on all planning and policy matters; oversees the implementation of assignments to the directors of the four offices within OFAM, working with staff as needed to accomplish these tasks. • Undertakes confidential and special assignments as assigned by the Administrator, Deputy Assistant Secretary, and the Assistant Secretary. • Serves as the representative of the Administrator in key program and management meetings and work groups that require executive level coordination and crosscutting activities. • Develops, in conjunction with the Administrator and office directors, strategic plans, policy directives, and administrative procedures to ensure effective and efficient processes are in place to meet the program goals and objectives of the office. • Identifies challenges facing offices and investigates issues reported to the Administrator, recommends approaches to resolve or correct the situation. • Represents the Administrator and other key OFAM staff in meetings with the Assistant Secretary, other ETA offices, and Department of Labor officials.

*** This is a temporary position, NTE of 1 Year. This position may be extended or made permanent without further competition.**

Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position within 30 days after the closing date of this vacancy announcement.)

Applicant must have one year (52 weeks) of specialized experience which is in or directly related to the line of work of legislation pertaining to employment and training efforts and which is in or directly related to the particular knowledge, skills and abilities to successfully perform highly critical and social duties. To be creditable, specialized experience must have been at least equivalent to next lower grade level (GS-14) in the Federal Service. The Group Coverage Qualifications Standards for Administrative and Management Positions, as published by the Office of Personnel Management, in the Qualifications for General Schedule Positions apply.

Time-in-grade requirements must be met within 30 calendar days of the closing date of this announcement.

CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

<input type="checkbox"/> Requires a security clearance	<input type="checkbox"/> Subject to frequent overtime
<input type="checkbox"/> Requires a medical examination	<input type="checkbox"/> Subject to frequent travel
<input checked="" type="checkbox"/> Subject to financial disclosure requirements	<input type="checkbox"/> Requires a valid drivers license
<input checked="" type="checkbox"/> Requires a supervisory/managerial probationary period if the requirement has not been met	<input type="checkbox"/> Subject to geographic mobility
	<input type="checkbox"/> Subject to drug test prior to appointment

METHOD OF EVALUATION

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

IT IS HIGHLY RECOMMENDED THAT ALL APPLICANTS ADDRESS EACH OF THE EVALUATION FACTORS LISTED BELOW. FAILURE TO ADDRESS THESE EVALUATION FACTORS MAY IMPACT YOUR FINAL RATING OR RANKING.

EVALUATION FACTORS: Factors designated (H) are rated high.

1. Expert knowledge of legislation pertaining to Employment and Training Administration programs and other Federal and State laws that impact on ETA programs. **(H)**
2. Demonstrated ability to manage diverse administrative functions, staff, and related activities. **(H)**
3. Skill in planning, organizing, and directing work groups and providing recommendations for enhancing oversight and implementation. **(H)**
4. Ability to develop work plans, establish clear priorities, provide direction, and track work progress to meet rigid and tight deadlines. **(H)**
5. Effective skills in written and oral communications to develop clear and concise material and to communicate with a wide range of individuals and groups. **(H)**

HOW TO APPLY

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including a Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job, therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying

- Full legal name and mailing address
- Social Security Number (SSN)
- Country of Citizenship – **MUST BE U.S. CITIZEN**
- Veterans Preference
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed.
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which training was received.
- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.
- If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

**The following material is required if checked:
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- ☒ -- Most recent supervisory performance appraisal or a statement with reasons why you do not have a supervisory appraisal is required for all applicants.
- ☒ SF-50, Notification of Personnel Action to confirm status
- ☐ -- College transcript (Required if qualifying based solely on education or a combination of education and experience.
- ☐ -- Other: A supplemental statement of the Evaluation Factors are desired.
- ☒ -- Please complete and submit the attached Applicant Background Questionnaire, OMB No. 1225-0072, with your application. Submission of this form is optional. Data collected will be used only in aggregate, to assess the effectiveness of outreach efforts. Consideration for this job will not be affected by failure to submit this form. **We will acknowledge receipt of your application, if it is accompanied with this form.**

Mail your application to, or secure forms or information from:

U.S. Department of Labor
Employment and Training Administration
Office of Human Resources
200 Constitution Avenue, NW, Room N-4656
Washington, DC 20210

Attn: Shelley DeCrane

Commercial: (202) 693-3922

Fax: (202) 693-3734

TTY: (202) 693-3924

The area of consideration for this announcement has been limited to DOL-Nationwide Status Candidates Only

An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, your complete **application must be in the Office of Human Resources by the closing date of this announcement.**

*** This position may be extended or made permanent without further competition.**

ADDITIONAL INFORMATION TO APPLICANTS

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.

The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

- Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.
- If the position is announced with promotion potential, the incumbent may be promoted without further competition upon meeting all legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.
- Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if relocation is determined to be in the best interest of the government.
- Selection for this position may be made as a result of this announcement or by any other appropriate means including

reassignment, reinstatement, new appointment, transfer or change to lower grade.

U.S. DEPARTMENT OF LABOR

APPLICANT BACKGROUND QUESTIONNAIRE

OMB No. 1225-0072

FORM

APPROVED (Exp. 4-30-2002)

The U.S. Department of Labor is requesting your completion of this form to assist the agency in evaluating and improving its efforts to publicize job openings and to encourage applications for employment from a diverse group of qualified candidates, including

minorities and persons with disabilities. The Department will use the data you supply to determine how many applicants are from different groups and how many of these applicants are qualified for the job in question. The Department will then assess the effectiveness of specific outreach efforts and means of communicating information on job vacancies in light of this information.

EFFECTS OF NONDISCLOSURE: Providing the information requested on this form is voluntary. This information will have no effect on hiring decisions.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number.

Information provided on this form will be used for program evaluation. Personal identifying information will not be included in the tabulation of data in the DOL database.

The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the U.S. Department of Labor, Human Resource Services Center, FPM, Washington, D.C. 20210; and the Office of Management and Budget, Paperwork Reduction Project, Washington, D.C. 20503.

Solicitation of this information is in accordance with 5 CFR Section 720, A Federal Equal Opportunity Recruitment Program@ (FEORP).

PLEASE COMPLETE THE FOLLOWING:

Name:

Do you have a Disability? ☐ Yes ☐ No

If You checked Yes above, is your disability one of the targeted disabilities

below? ☐ Yes ☐ No

- ☐ Blind
- ☐ Deaf
- ☐ Missing Extremity(s)
- ☐ Partial Paralysis
- ☐ Complete Paralysis
- ☐ Convulsive Disorder
- ☐ Mental Retardation
- ☐ Mental Illness
- ☐ Genetic or physical condition affecting limbs or spine

Sex: ☐ Male ☐ Female

Title, Grade, and Announcement Number Of Position for which applying:

ETHNIC SELF-IDENTIFICATION

Are you Hispanic, Latino, or of Spanish Origin? (Definition: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other

Spanish culture or origin, regardless of race.) ☐ Yes ☐ No

RACE SELF-IDENTIFICATION

Please read the descriptions, then mark one or more races to indicate what you consider yourself to be.

- ☐ American Indian or Alaska Native --- A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ Asian --- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ Black or African American --- A person having origins in any of the black racial groups of Africa.
- ☐ Native Hawaiian or --- A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ Other Pacific Islander
- ☐ White --- A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

SOURCE OF INFORMATION ABOUT THIS VACANCY: (Check all that apply)

- ☐ 1. Magazine
- ☐ 2. Newspaper
- ☐ 3. Radio/Television Broadcast
- ☐ 4. Agency Personnel Office
- ☐ 5. State Employment Office
- ☐ 6. Government Recruitment at School
- ☐ 7. Federal, State, or Local Job Info. Center
- ☐ 8. Friend or Relative Working for the Agency
- ☐ 9. Internet
- ☐ 10. Federal/DOL Jobline
- ☐ 11. Other